AESICS User Guide - Manage Groups

Because AESICS heavily relies on email for both communicating schedule request status, approved AESICS users are able to manage email groups from the AESICS web interface. This process is described in detail below.

- Adding New Groups
- View/Modify Groups

Adding New Groups

1. The user clicks the Add New Group button on the Manage Groups page of the AESICS web interface.
2. A pop-up displays for the user to fill out. The fields of which are as follows:
   a. **Name**: The name of the email group - This is used heavily through AESICS as a shortcut when adding new email groups to specific AESICS requests.
   b. **Owner:** The owner of the email group. - This is an added precautionary step that prevents other approved AESICS users from deleting another email group either intentionally or accidentally. Only the group owner can remove the email group from the AESICS system.
   c. **Description:** Brief description of the email group - This is used purely for reference.
3. The user clicks the Add Group button and the new email group is now displayable in the AESICS Manage Groups page.

View/Modify Groups

The AESICS web interface also provides a capability for approved AESICS members to view and or edit existing email groups. This process is explained in detail below:

1. The user clicks the View/Edit link next to the group name.
2. The user is presented a pop-up window that provides the following details
   a. **Description:** Brief description of the email group. - This is used for reference only and can be modified in this window.
   b. **Owner:** The owner of the email group. - This is an added precautionary step that prevents other approved AESICS users from deleting another email group either intentionally or accidentally. Only the group owner can remove the email group from the AESICS system.
   c. **Members:** The list of all the members in the group. - This list displays the email address associated with the user's Earthdata Login profile. If a user's email address is outdated, it must be managed **by the user** in the Earthdata Login Account Management area.
      i. Users can be removed from email groups by an approved AESICS user by clicking the red X next to their email address and clicking the Update Group button at the bottom of the window.
3. The user can add a member to an email group by selecting the email address from the drop-down menu and clicking the Add Member button.
   a. **NOTE:** Only approved AESICS users' emails are displayed in this drop-down box. For information on approving users, see the Manage Users section above.
4. The user clicks the Update Group button and the group has successfully been modified.
   a. **NOTE:** Email group information will only be successfully modified upon clicking on the Update Group button. Failure to do so, or clicking the Close button, will result in no changes being made to the email group.